



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**MAINTENANCE GROUNDSKEEPER AIDE**  
(PARKS DIVISION)

PARKS, RECREATION AND TOURISM Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

---

### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under close supervision, this position is responsible for performing routine manual unskilled labor duties in building and grounds maintenance. May serve as lead worker. Reports to Crew Supervisor.

There are two (2) levels of Maintenance/Groundskeeper Aide distinguished by the level of work performed and the qualifications of the employee.

### **ESSENTIAL JOB FUNCTIONS**

Performs general custodial duties in parks and parks facilities throughout the City including emptying and disposing of trash, removing fallen tree debris and litter, cleaning restrooms and picnic areas. Inspects parks for maintenance needs and safety concerns; takes corrective action as appropriate.

Uses a variety of hand tools and equipment to include, but not limited to, weed eaters, blowers, mowers, and edgers.

Assists during set-up and tear down of special events at parks and recreation facilities.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- Grounds Maintenance - Entry knowledge of the techniques, tools, methods, practices, procedures and materials related to grounds maintenance, landscaping, and vegetation control.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions.

## **REQUIRED SKILLS**

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Judgement/Decision Making -Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

## **REQUIRED ABILITIES**

- Communication - Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy.

## **EDUCATION AND EXPERIENCE**

Maintenance/Groundskeeper Aide I - Must be 18 years of age.

Maintenance/Groundskeeper Aide II - Requires a high school diploma and 1-2 years of related experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a sex offender registry check and a valid driver's license with acceptable driving record.

This position requires pre-employment medical examination.

## **PHYSICAL REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

## **SENSORY REQUIREMENT**

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, or water hazards.